



SVRS Election Checklist III 2013 Spring Primary

Detailed instructions for each step can be found in the section of the updated training materials noted in parenthesis below.
Please refer to the updated materials found on the Government Accountability Board - Elections Division website: <http://gab.wi.gov>

SVRS Election Checklist I & II were completed prior to the election

Steps 1-4 are performed after the polls close

- ☐ Step 1: As soon as possible after the closing hour for all polling places in a municipality, the municipal clerk must post at his or her office and on the Internet the number of outstanding absentee ballots and the number of provisional ballots cast on Election Day.
- ☐ Step 2: As soon as possible on Election Night, February 19, 2013: Report each Provisional Ballot issued using the Provisional Ballot Tracking system. (Provisional Tracking System 2012 Instructions are posted at - http://gab.wi.gov/sites/default/files/publication/69/020_provisional_tracking_system_pdf_11028.pdf)
- ☐ Step 3: Count ballots, tabulate votes and record on the appropriate Tally Sheets, and complete forms. (See *Post-Election Checklist on page 104 in the "Election Day Manual" October 2012*)
- ☐ Step 4: Municipalities send one original copy of each poll list to the County Clerk by 4:00 p.m. the day after the election. For school district elections a certified copy of the poll list must be made and delivered to the School District Clerk. See *Post-Election Checklist, Page 104 in the "Election Day Manual" October 2012*)

Steps 5 – 14 must be completed by March 21, 2013

- ☐ Step 5: Reliers promptly send copies of any GAB-131s not already entered in to SVRS (including late registrations and Election Day registrations) and Poll Lists to Providers (if not already provided to the county clerk)
 - ☐ Step 6: Self Providers or Providers for their Relier(s) check Election Milestone 5, if not already checked, for the 2013 Spring Primary. (*Set up & Print Poll Book: Page 17*)
 - ☐ Step 7: Self Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "Late Registration." (*Voter Application: Pages 3-18*)
 - ☐ Step 8: Self Providers or Providers for their Relier(s) record voter participation in SVRS. For Late Registrants processed in Step 7, the Voter ID number will have to be entered manually to record voter participation. (*Post-Election Activities: Pages 8-11*)
- SVRS has three reports useful for reconciliation: Vote Count by Voting Method, Voter Participation Report and Voter Participation-All Voters. (*Post-Election Activities: Pages 12-22*) If your results do not match, please follow the directions in the SVRS Manual Post Election Activities chapter to check for errors and omissions.
- ☐ Step 9: Self Providers who use SVRS to track their absentee ballots are to record late-arriving Absentee ballots as returned, and perform other post-election absentee tasks in SVRS. (*Absentee Ballots: Page 39 - All absentee ballots not postmarked by Election Day and returned by Friday, February 22 at 4:00pm, should be cancelled in SVRS after that deadline*)
 - ☐ Step 10: Self Providers or Providers for their Relier(s) process Election Day Registrations in SVRS with the App Source of "Election Day Registration." This will automatically record voting history. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (*Voter Application: Pages 17-18*)
 - ☐ If any Election Day registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications. (*Post-Election Activities: Pages 5-7*)



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- ☐ If Election Day registrations were received from Click and Mail through the MyVote system, the voter application will be in SVRS with a status of "pending". If you select "Online Election Day Registration" or "Election Day Registration", a vote will be recorded. (*Click and Mail Training Guide: Page 3*)
 - ☐ Step 11: Self Providers or Providers for their Relier(s) review Poll Books and Absentee Ballot Logs.
 - ☐ Update voter records for Proof of Residence (POR Required) provided by voter. (*Voter: Page 16*)
 - ☐ Update any typographical corrections noted on the poll books. (*Voter: Page 9*)
 - ☐ Step 12: Municipal Clerks complete Election Voting and Registration Statistics Report, which now includes costs of the election (GAB-190). All GAB-190 statistics must be entered into an online program, the Wisconsin Election Data Collection (**WEDCS**) within the **30 days (no later than March 21, 2013)** following the election. The deadline for entering cost data into WEDCS has been extended to **60 Days after the Spring General Election (no later than June 1, 2013)**. (Note that the cost report for the 2013 Spring Election will also be due no later than June 1, 2013).
- The election voting and registration statistics section of the GAB-190 report must be completed for each reporting unit. The election cost section of the GAB-190 report only has to be entered once by each municipality and once by each county for every statewide election. The cost section of the report will now show up in WEDCS after your last reporting unit (Note that if your municipality is in multiple counties, the cost report will be listed after the last reporting unit in your "MAIN" jurisdiction). For counties, their cost report will be at the top of the list.
- All municipalities who use SVRS should have access to WEDCS and will enter their GAB-190(s) into the program. Reliers who do not have access to the WEDCS should send a copy of their GAB-190 to their Provider for entry.
- ☐ Step 13: Self Providers or Providers for their Relier(s) check Milestones 6-9 for the 2013 Spring Primary. (*Post Election: Page 26*)
 - ☐ Step 14: County checks Milestones 4-9 for the 2013 Spring Primary (after all municipalities have checked theirs). (*Post-Election Activities: Page 26*)